

The Hong Kong China Korfball Association Ltd. (HKCKA) (中國香港合球總會有限公司) has been actively promoting the sport of korfball in the past decade locally & successfully solicited excellent world standing at the international arena. The Association is now inviting high-caliber candidates to fill up the following positions:-

(Ref No. : PTEO/24/2)

### **PART-TIME EVENT ORGANIZER**

#### RESPONSIBILITIES and DUTIES

- Organize all competitions and events hosted by the Association
- Handle the competition documents
- On-site duty on competition and event days
- Set up venues
- Transport competition and event materials
- Manage all operations and arrangements of Key officials, Officials and Helpers at the competition and event day.

#### REQUIREMENTS

- Experience in related field preferable;
- Good command of English and Chinese;
- Proficient in MS Office applications, and Chinese/English word processing;
- Strong interpersonal, communication and presentation skills;
- Diligent and detail-oriented, self-motivated and a good team player;
- Good multi-tasking and able to meet tight deadlines;
- Required to perform shifts duties work irregular hours and overtime (including on Saturdays, Sundays and Public Holidays).

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- Salary of HK\$105 per hour

Interested individuals should send full Resume to our Chairman, [postmaster@korfball.org.hk](mailto:postmaster@korfball.org.hk) on or before **30 September 2024** with the subject of "Apply for Part-time Event Organizer". Only suitable candidates will be shortlisted for interviews.

(All information provided will only be used for recruitment related purposes)